
N-FOCUS Interim Release

Combined EA and MLTC

December 7, 2014

An Interim Release of the N-FOCUS system is being implemented December 7, 2014. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All N-FOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to N-FOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

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General Interest and Mainframe

MLTC – Paper MAGI, Non-MAGI and Combined Renewal Forms (Change)

The paper MAGI, Non-MAGI and Combined Renewal Forms have been updated to ask the retro Medicaid question shown below. This question will appear after the pregnancy question on all three forms.

Retro Medicaid Question:

Does anyone in the household owe medical bills for the previous three month(s)? YES/NO
If so, please indicate who and for which month(s).

NAME	MONTH(S)

Units and Rates (Fix)

When a new Rate row is created and the rate entered, if the rate existed in an earlier row, N-FOCUS was not allowing the user to enter the rate amount in the new row. This has been fixed.

Correspondence

MLTC - Notice Language for Renewal (New)

A new Notice of Action has been created that is specific to Renewals. This notice will be generated in Expert System. To generate this notice you will need to run the budget. When you run the budget update the next review date and the change in review date will prompt the language on the notice.

Budget Authorization Benefit Month: 12-2014

New Budgets:

Pgm Case	Program Case Name	Program Case Number					
	Asst/Cat	Elig Name	Type	Eligible	Amount	UP/OP	Ovrd.
MEDICAID	MIKKELSEN	LUKAS		49022449			
*+	AABD/OMB		Regular	Pass	0.00		

Previously Authorized Budgets:

Budget Override Review Authorize

Update Case Review Date

Program Case:

MEDICAID 49022449 MIKKELSEN, LUKAS

Next Review Due By:

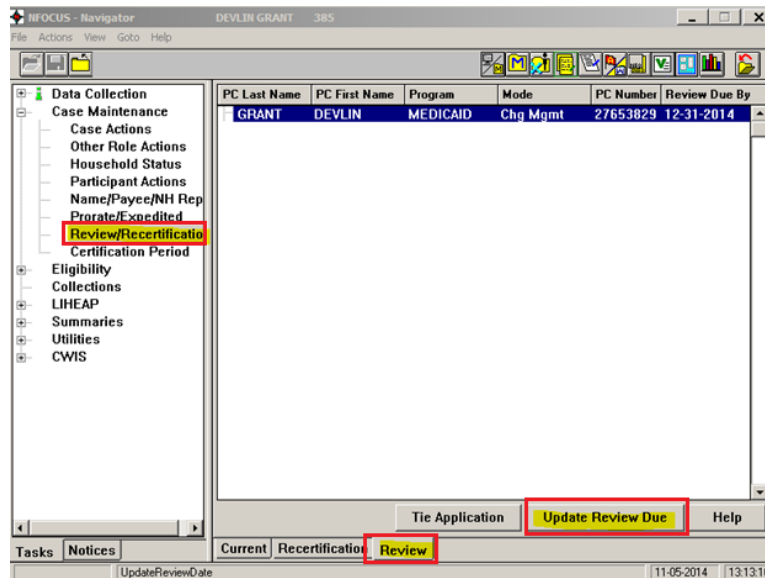
11-30-2014
12-31-2014
01-31-2015
02-28-2015
03-31-2015
04-30-2015
05-31-2015
06-30-2015
07-31-2015
08-31-2015
09-30-2015
10-31-2015

Review Due By: 10-31-2014

Is the change in review date related to a renewal? ☒ Yes ☐ No

OK Cancel

You can also update the review date by clicking on the Review/Recertification on the tree.



Note: If you update the Review Date in the Mainframe, the correct notice will not be generated.

This is what the Renewal Notice will look like:

Medicaid

Approval

The eligibility for Nebraska Medicaid or the Children's Health Insurance Program (CHIP)

for the following individual(s) has been determined and coverage is effective 11-01-2014.

Individual Status

LUKAS MADs MIKKELSEN
TOM WILLIAM MIKKELSEN

Eligible

Eligible

The Medicaid or CHIP eligibility determination for the above individual(s) was made on the basis of information known to the Department, information verified by electronic data sources, and information provided by or on behalf of the individual(s).

You are required to inform the Department if any of the information used to renew your eligibility is inaccurate.

*However, you are not required to sign and return this notice if all information provided is accurate.

*Signature Date

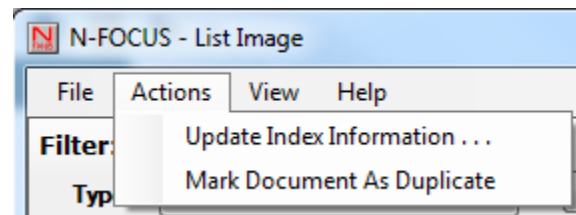
Date

Document Imaging

EA, MLTC and CFS – Remove Index Information (Change)

The Remove Index Information option has been removed from the Document Imaging List Image Window.

Users will now only be able to update a document's index information or mark the document as a duplicate if appropriate.



Unnecessary Documents (Change)

If you identify a document/image that is thought to be unnecessary please contact either NFOCUS Production or Support and or send an email to one of the two scanning hubs to assist with possible removal of a document from a client case. Even if a document seems to be unnecessary documents should be left in the case as proof the client sent in the information.

Developmental Disabilities

Service Authorizations and Claims (Change)

N-FOCUS will begin implementing changes for service authorizations and claims for Developmental Disabilities programs CDD, DDAID, DDAC and DDAD with the 12/7/14 major release. These changes will support functionality to assure that all service authorizations and claims for DD services originate with Therap and be provided to N-FOCUS via interfaces. The actual 'go live' date for full implementation of all functionality is anticipated to be 4/1/15 and more detailed release notes will be provided with the March release notes. The changes for 12/7/14 are minimal and include:

- A new field is added for service authorization to display a separate service authorization number assigned by Therap. Until fully functional, the field will be blank.
- A new field is added to claim item to display a separate claim number assigned by Therap. Until fully functional, the field will be blank.
- After 4/1/15, all new or updated service authorizations for any of the above DD programs must come to N-FOCUS through a Therap interface. Therefore, the 12/7/14 changes will include edits that will prevent a user from:
 - Adding a new DD service authorization with a begin date of 4/1/15 or later
 - Adding a new DD service authorization with an end date of 4/1/15 or later
 - Updating or renewing any DD service authorization where the begin and/or end date is 4/1/15 or later

Expert System

Adding or Re-Opening EA Program Case in Expert System (Change)

In the Expert system, when adding a new EA program case (AABD/Pmt, ADC, CC, SNAP or LIHEAP) or re-opening a closed or denied EA program case, the mode of the program case will default to Assigned. The mode can be changed to Processing or Change Management, if appropriate.

The 'Add Case Actions' window shows a list of programs on the left: CDD, DDAC, DDAD, EF, FW, IL, KB, LIHEAP, MEDICAID, PASS, and RETRO MED. The 'App Req. Date' and 'App Rec'd Date' are both set to 11-01-2014. The 'Program Case Name' is JONES CLEM. The 'Participation Status' is empty. The 'Program Case Mode Confirmation' dialog box is overlaid, showing 'CLEM JONES' and 'LIHEAP' with ID '46524512'. It indicates 'System Determined Mode: Assigned' (highlighted with a red box). There are two radio buttons: 'Accept System Determined Mode' (selected) and 'Change Mode'. Below the radio buttons is a dropdown menu. At the bottom of the dialog are 'OK' and 'Help' buttons. At the bottom of the main window are 'Next', 'OK', 'Cancel', and 'Help' buttons.

If Assigned is accepted, the EA Program Case Assignment window opens. Using the list, assign the program case to one of the positions. The window lists workers assigned to EA program cases that are active or have closed since the beginning of the previous month and the EA Processing Position. To assist in selecting the correct worker, the list includes their position and office numbers.

The 'EA Program Case Assignment' window displays the message: 'The current mode is ASSIGNED. Select a worker or the EA Processing Position from the list below. If none are correct, click Cancel to assign the program case in the Mainframe.' Below this is the section 'EA assignment options:' which contains a table with the following data:

Program Type	Office	Position	Name
AABD/PMT	150	1311	ELIZA BUMBLEBEE
	383	11111111	EA PROCESSING

At the bottom of the window are 'OK' and 'Cancel' buttons.

Assign the worker to the program case by selecting the appropriate row and clicking OK.

If none of the positions on this window should be assigned to the program case, click Cancel. Assign the program case in the Mainframe.

MLTC – Tax Household (Change)

With this release, N-FOCUS will now look for a Tax Household entered for the Coverage Year that coincides with the month/year being budgeted. If one is not found, N-FOCUS will look for a Tax Household entered for the upcoming Coverage Year. If there is no Tax Household for the upcoming Coverage Year, N-FOCUS will look for the Coverage Year from two years ago. If there is still no Coverage Year found, N-FOCUS will default to the Non-Filer rules.

EA and MLTC – Burial Trust Correction

The Burial Trust disregard amount is \$4916 in N-FOCUS and was correctly updated with the November Release. The amount stated in the November Release Notes was incorrect.

MLTC – Multiple Tax Returns (Change)

If there are multiple calls to the IRS data HUB and multiple tax returns received for the same year, we will now use the most recent information returned from the IRS data HUB.

MLTC – Adjusted Gross Return (Change)

Previously we were seeing instances where the client has an Adjusted Tax Return, in these instances we were not pulling any information over from the IRS hub.

Effective with this release, if a client has an Adjusted Gross Return we will be using this income in the budgets in the same way as the tax return from the IRS data hub.